

Effective Writing

A Virtual ACEC/MA Leadership Education Development Program

2 Session Program: October 13 & October 14, 2020

9:45 - 11:45 AM each day on Zoom

"I took this program when I was a co-op at GEI a few years ago - it's certainly helpful to me with all the geotech reports I write." Anthony Telesco, Jacobs

With Instructor: **Carol A. Lurie, AICP, LEED AP, ENV SP, VHB**

Improve your technical writing at ACEC/MA's **Effective Writing** program, with quality content in a format focused on skills especially needed by engineering and land surveying firms.

Effective Writing is modeled on the program offered by GEI for its employees. Tailored to the needs of employees, it is worth the small investment in time for you to take this course.

Course Format:

- Goals: Clarity, Brevity, Think of the reader
- Simplifying words and phrases
- Active and passive voice
- Words to be avoided
- Writing for clarity
- Common mistakes of grammar and punctuation
- Taboo and caution words for our industry
- Report and letter organization
- E-mails, proposals
- Reviewing and editing draft reports
- Field Reports
- Specifications

***Fee: \$250 ACEC/MA member; \$500 non-members**

Use this form to register. Enrollment **limited to 25 participants** for a high-quality learning experience. **Registration is on a first-come, first-serve basis.**

We will mail the workbook you need for the course. Please provide your current daytime mailing address, which may be your home address, in the registration information below.

Space Limited; Registrations & Cancellations by Friday, October 11, 2020.

Registration Information

ACEC/MA Member* Non-Member

Registrant Name: _____

Firm Name: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Email: _____

Payment Options

Visa, MC or Amex or Checks payable to: ACEC/MA

Name on Credit Card: _____

Billing Address: _____

Billing City / State / Zip: _____ / _____ / _____

Card #: _____ Exp Date: _____

Signature: _____

Email receipt: _____

*If your firm is an ACEC/MA member, you are an ACEC/MA member. For help, contact acecma@engineers.org or call 617/227-5551.

If mailing form with payment, mail to: American Council of Engineering Companies/Massachusetts, The Engineering Center
One Walnut Street, Boston, MA 02108-3616, www.acecma.org
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